

## **ADVISORY COMMITTEE 2002 – Member Recruitment – Fact Sheet**

### **Introduction**

Information returns are a critical component of the voluntary tax paradigm that affect compliance and revenue across virtually every taxpayer/market segment; with more than one billion returns filed annually. As a result of the burden placed on taxpayers, reporting entities, and stakeholders by information reporting requirements, the new IRS structure, organized around taxpayer segments, increases the need for effective program management. Historically, information reporting was managed by multiple IRS functions. Under the modernized IRS however, operational responsibility for the various programs that comprise information reporting is distributed across Operating and Functional Divisions. For example, the Automated Underreporter and Automated Substitute-for-Return Programs affect Wage & Investment Division taxpayers. The Backup Withholding, Information Return Penalty, and Combined Annual Wage Reporting (CAWR) Programs operationally reside in the Small Business/Self Employed Operating Division. Likewise, non-resident alien and foreign person withholding is operationally sourced in the Large & Midsize Business Operating Division's Pre-filing/Technical Support and International Divisions and crosses functional lines. Multiple Operational and/or Functional Divisions handle business and payor compliance activities that involve federal, state and local government agencies. The Information Systems function processes information returns against compliance sub-programs that produce tools used by all Operating Divisions. The Office of National Public Liaison is charged with managing the IRPAC, the external advisory group for the Information Reporting Program, and the Office of Chief Counsel as well as Forms & Publications are major contributors to the information reporting, issuing technical guidance to external users and reporting entities and developing forms upon which information returns are filed.

Conveying the public's perception of IRS activities, the IRPAC operates to reduce taxpayer burden and improve the overall administration of information reporting. The IRPAC suggestion that the IRS permit electronic provision of payee statements gave rise to the draft regulatory change, published in 2001, providing to this effect, and it is contemplated that similar significance will attach to the Committee's advice when addressing new challenges in a rapidly changing business environment as the restructured IRS moves forward.

### **Background**

The final Conference Report of the 1989 Omnibus Budget Reconciliation Act contained an administration recommendation that a federal advisory committee be created to advise the IRS on information reporting issues. As a result, the IRPAC was established in 1991, authorized under the Federal Advisory Committee Act, Public Law No. 92-463. The primary purpose of the IRPAC is to provide an organized forum for IRS officials and public representatives to consider relevant information reporting issues. As such, the

IRPAC: (i) conveys the public's perception of IRS activities; (ii) advises with respect to specific information reporting administration issues; (iii) provides constructive observations regarding current or proposed IRS policies, programs, and procedures; and (iv) proposes significant improvements in information reporting operations.

Because each Operating Division relies on the Information Reporting Program, the IRS must ensure application of a coordinated approach when addressing information reporting issues. Therefore, acknowledging the critical role of information reporting, emphasizing its commitment to the Information Reporting Program, and as a measure of the IRPAC's importance, a centralized coordinating mechanism, the Information Reporting Program Policy Council (IRP Policy Council) was established to formulate and coordinate strategic and crosscutting information reporting issues. A counterpart to the IRPAC consisting of IRS executives from each Operating Division, the IRP Policy Council facilitates cross-divisional consistency in information reporting and provides strategic leadership for the Service-wide direction of the Information Reporting Program. In addition, the IRP Policy Council considers and prioritizes the recommendations of the IRPAC as part of the strategic planning process, and meets regularly with Committee members to identify and recommend strategic issues for consideration.

To accomplish its objective of close alignment with the needs and strategic goals of the IRS while remaining a strong external feedback mechanism, it is essential that IRPAC members comprise a diverse group of dedicated and talented professional who bring substantial disparate experience and backgrounds to bear on Committee activities. Membership is balanced to include, but not limited to, representation from the taxpaying public, the tax professional community, small and large businesses, state tax administrators, academics, preparers, and the payroll community.

### **Desired Skills and Qualifications**

To become a member of the IRPAC, a strong tax or business background, practical experience, and the ability to interact in a diversified environment are required. The IRPAC should mirror a diverse taxpayer/stakeholder base. Therefore, the IRS is seeking applicants with backgrounds that include several of the following: (i) experience applying tax law in the resolution of complex tax issues; (ii) development and implementation of customer service initiatives and tools; (iii) experience advising and/or as a business owner implementing business management and improvements; (iv) establishment of successful strategic partnerships; and (v) resolution of problematic situations/issues as viewed from a "marco" perspective.

The selection process focuses on a balanced forum and represents the IRS' commitment to developing a diverse Committee based on several factors including, but not limited to: (i) geographical location; (ii) stakeholder representation; and (iii) taxpayer segment, i.e., small and large business, preparers, academics, state and local governments. Accordingly, to maintain membership diversity, selection is based on the segment or group an applicant represents as well as his or her qualifications. In

keeping therewith, for purposed of diversity, the IRS seeks applicants who represents disparate geographical locations, taxpayer segments, and stakeholder groups.

## **Commitments**

IRPAC members must attend all public meetings and official working sessions and are encouraged to provide feedback to the Advisory Committee Chairpersons, fellow Advisory Committee members, and appropriate IRS personnel, on Advisory Committee related issues, based on personal experience and pertinent information obtained from other individuals and members of their constituencies. Generally, members participate in two meetings annually that are open to the public, pursuant to the Federal Advisory Committee Act, and at least two formal workings sessions, typically two-days in duration. In addition, new members attend an orientation session.

The Commissioner determines the size and composition of the IRPAC. Members generally serve a term of two years, with the possibility of a one-year renewal, subject to the Commissioner's approval. The IRPAC is further segmented into sub-groups that mirror the new IRS structure. Working sub-groups address the policies, administration and operational issues specific to the Operating Divisions, as well as *ad hoc* tax administration issues on which the Commissioner, Chief, Communications & Liaison, or IRP Policy Council require external advice and/or guidance.

Annual Federal income tax, Federal Bureau of Investigation, and practitioner checks are required of all IRPAC members and applicants to the Committee. While Committee members are not paid for their time or services, expenses related to public meetings and orientation sessions, i.e., hotel, airfare, per diem, and transportation to and from airports, train stations, bus terminals etc., are reimbursed within prescribed federal travel limitations in accordance with 5 U.S.C. § 5703. IRPAC members, their employers or sponsoring associations/organizations are responsible for all travel-related expenses incurred to attend working sessions, as well as incidentals expenses such as telephone, facsimile, and postage/delivery charges.

## **To Apply**

Should you wish to be considered for membership in the IRPAC, please complete the membership application and tax check waiver and return to the address specified on the application. Ms. Romona Johnson, Office of National Public Liaison, Planning & Advisory Councils Branch, will contact you to confirm receipt of your application and will keep you informed regarding the status of your application. Applicants may be asked to participate in telephone or personal interviews prior to and for purposes of facilitating final selections.

Equal opportunity practices will be followed for all appointments to the IRPAC in accordance with the Department of Treasury and IRS policies. To ensure that the recommendations of the IRPAC have taken into account the needs of the diverse groups served by the IRS, membership shall include, to the extent practicable,

individuals with demonstrable ability to represent minorities, women, and persons with disabilities.

**FOR ADDITIONAL INFORMATION, PLEASE CONTACT**

Ms. Romona Johnson  
Internal Revenue Service  
Office of National Public Liaison  
Planning & Advisory Councils Branch  
CL:NPL:PAC, Room 7567, IR  
1111 Constitution Avenue, NW  
Washington, DC 20224

202-622-6440  
202-927-5253 (facsimile)  
[\\*public\\_liaison@irs.gov](mailto:public_liaison@irs.gov)

## Advisory Committee - Membership Application

Please complete this application and return it to the following address by no later than CLOSE OF BUSINESS on October 15, 2001

Internal Revenue Service  
National Public Liaison  
CL: PL - Room 7559 IR  
Attn: Romo Johnson  
1111 Constitution Avenue, NW  
Washington, DC 20224

You may also fax your application to: 202-927-5253

### PART I

Name	Maiden name or other name(s) used and date(s) <i>(required for FBI check)</i>	
Home Address		Home telephone number
City	State	ZIP Code
Date of birth <i>(required for FBI check)</i>	City and State of Birth <i>(required for FBI check)</i>	
Business name		
Business address		Job title
City	State	ZIP Code
Business telephone number	Business FAX number	E-mail address

### PART II - Please complete the attached tax check

waiver form. **PART III - Desired Skills and**

### Qualifications

Please submit a short (one or two page) statement, including recent examples, addressing your specific skills and qualifications as they relate to the following:

To become a member of the IRPAC, a strong tax or business background, practical experience, and the ability to interact in a diversified environment are required. The IRPAC should mirror a diverse taxpayer/stakeholder base. Therefore, the IRS is seeking applicants with backgrounds that include several of the following: (i) experience applying tax law in the resolution of complex tax issues; (ii) development and implementation of customer service initiatives and tools; (iii) experience advising and/or as a business owner implementing business management and improvements; (iv) establishment of successful strategic partnerships; and (v) resolution of problematic situations/issues as viewed from a "marco" perspective.

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### PART IV

Please attach a copy of your resume, to include prior Treasury and/or IRS employment please state position(s), title(s), and dates of employment. In addition, please list professional credentials, membership in professional organizations, and local liaison activities with IRS, if applicable.

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## PART V

Have you ever been a member of the Internal Revenue Service Advisory Council (formerly known as CAG), Art Advisory Panel, Electronic Tax Administration Advisory Committee, Tax Exempt Advisory Committee or Information Reporting Program Advisory Committee? If so, please include dates of membership.

## PART VI

Presently, (☐ I am, or ☐ I am not) required to register as an agent of a foreign principal under the **Foreign Agents Registration Act (FARA)**, as amended. **NOTE:** Pursuant to 18 U.S.C. Section 219, an individual who is required to register as an agent of a foreign principal under the FARA is prohibited from serving on the Advisory Council. By executing this application for membership, you agree that: (1) if you are required to register as an agent of a foreign principal under the FARA before your term on the Advisory Council commences, you will terminate any and all such agencies prior to beginning your tenure and provide appropriate verification; and, (2) you will immediately resign from the Advisory Council if you become such an agent at any time during your term.

## PART VII

I certify that to the best of my knowledge and belief, all of my statements are true, correct, complete, and made in good faith.

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Signature	Date
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### PRIVACY ACT STATEMENT

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The Privacy Act of 1974 requires that when we ask you for information about yourself, we state our legal right to do so, tell you why we are asking for it, and how it will be used. We must also tell you what could happen if we do not receive it, and whether your response is voluntary, required to obtain a benefit, or mandatory. Our legal right to ask for the information is Public Law 92-463 and Executive Order (E.O.) 9397. We are asking for the information in order to perform Federal income tax, FBI, and practitioner checks as required of all members and applicants to the Internal Revenue Service Advisory Council.

Supplying the information is voluntary and not directly required by law, but facilitates the processing of your application for membership in the IRS Advisory Council. Requesting your social security number, which is solicited under authority of E.O. 9397, is also voluntary and no right, benefit, or privilege provided by law will be denied as a result of refusal to disclose it. However, not providing all or any part of the information may limit consideration of your application.

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## Tax Check Waiver

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I am signing this waiver to permit the Internal Revenue Service (IRS) to release information about me which would otherwise be confidential. This information will be used in connection with my application for/appointment to/membership in the IRS Advisory Council. This waiver is made pursuant to 26 U.S.C. 6103(c).

I request that the IRS' Office of Government Liaison and Disclosure release the following information to the appropriate IRS officials, including but not limited to the Director, Office of National Public Liaison.

### Check One:

1. Have I failed to timely file a Federal income tax return by the required due date (determined with regard to any extension(s) of time for filing) for any of the last three years for which filing of a return might have been required? (NOTE- If the filing date [without regard to extensions] and normal processing period for the most recent year's return has not yet elapsed on the date IRS receives this waiver, and the IRS records do not indicate a return for the most recent year, the "last three years" will mean the three years preceding the year for which returns are currently being filed and processed.) ☐ No ☐ Yes
2. Have I failed to pay any tax, penalty, or interest liability during the current or last three calendar years within 10 days of the date on which the IRS gave notice of the amount due and requested payment? ☐ No ☐ Yes
3. Am I now or have I ever been under investigation by the IRS for possible criminal offenses? ☐ No ☐ Yes
4. Has any civil penalty for fraud been assessed against me during the current or last three calendar years? ☐ No ☐ Yes
5. If a return for any of the last three years was not filed, please explain why. If there was insufficient income to meet filing requirements or filing requirements were met by filing with a foreign tax agency (e.g., *Puerto Rico or the Virgin Islands*), please describe the circumstances on page 2. ☐ No ☐ Yes

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Names and Addresses shown on last three returns (if different from the information shown on page 2).

Year	Name(s)	Address
1. 19__	_____	_____
	_____	_____
2. 19__	_____	_____
	_____	_____
3. 19__	_____	_____
	_____	_____

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Name	Social Security Number	
Home Address		
City	State	ZIP Code
Home telephone number	Business/Work telephone number	

Spouse's Name	Social Security Number
Signature	Date
<i>(If married and filling a Joint Return - Spouse's Signature.)</i>	<i>(This consent is valid only if received by the IRS within 60 days of this date.)</i>
Signature	Date
<i>(Signature of the applicant authorizing the disclosure of confidential tax information.)</i>	<i>(This consent is valid only if received by the IRS within 60 days of this date.)</i>

The Privacy Act of 1974 requires that when we ask you information about yourself, we state our legal right to do so, tell you why we are asking for it, and how it will be used. We must also tell you what could happen if we do not receive it, and whether your response is voluntary, required to obtain a benefit, or mandatory. Our legal right to ask you for the information is 5 U.S.C. 301 and Executive Order (E.O.) 9397. We are asking for this information to determine your suitability as an employee (direct hire or contracted), consultant or advisor of the Internal Revenue Service.

Form **12339-A** (Rev. 7-2001)      Catalog Number 28321A      [www.irs.gov](http://www.irs.gov)      Department of the Treasury-Internal Revenue Service